

25. CONFERENCE RULES OF ORDER

A. **CURRENT STRUCTURE OF THE NEBRASKA CONFERENCE** (All Paragraph references are to the 2008 Book of Discipline.)

i. **Administrative Review Committee** (membership and functions included in ¶636)

ii. **Annual Conference Session Planning Committee**

1. **Membership:**

- a. Presiding Bishop
- b. Director of Connectional Ministries
- c. Director of Administrative Services
- d. Conference Secretary
- e. Conference Program Staff
- f. Host District Superintendent, Pastor(s) and laity from the host churches
- g. Common Table Convener
- h. Board of Ordained Ministry Chair
- i. United Methodist Men President
- j. United Methodist Women President
- k. United Methodist Youth, representative from Youth Common Table
- l. Youth Annual Conference Coordinator
- m. Young Adult Network Representative- 1
- n. Office Manager
- o. Secretary to the Bishop
- p. Representative from host agency - 1
- q. Other persons the Committee may choose to carry out its work.

2. **Chair:** The Director of Connectional Ministries shall Chair the Annual Conference Session Planning Committee.

3. **Functions:** The functions of this Committee shall include the planning of the program and agenda for the sessions of the Annual Conference.

iii. **Appointive Cabinet**

1. **Priority Roles of District Superintendents**

- a. Spiritual Leadership
- b. Personnel, including appointments
- c. Clergy and lay leadership development and evaluation
- d. Motivation of local church missional and stewardship vitality
- e. Serve as a connectional link with the districts, Conference and the general church

2. **District Structure:** Districts may structure themselves in ways that are appropriate for each district as long as the district structure enhances the vitalization of local churches within the district.

3. **District lines:** Once the Annual Conference Session votes on the number of districts that the conference shall have, following the Disciplinary Guidelines ¶415.4, it is the responsibility of the Bishop and the Cabinet to draw the district lines.

iv. **Board of Ordained Ministry** (functions included in ¶635)

1. **Membership:**

- a. Clergy - 32
- b. Diaconal - 6
- c. Lay Members - 9
- d. District Superintendent - 1
- e. Retired Members
- f. Staff

2. Clergy Boundaries Committee

- a. Membership: every effort will be made to be inclusive of gender and race and ethnicity.
 - 1. Members of the Board of Ordained Ministry - 3
 - 2. Laity B 4, Clergy B 3, selected from the Board of Ordained Ministry, Commission on the Status and Role of Women, and At large.

- v. **Board of Pension and Health Benefits** (functions included in ¶¶639 and ¶¶1506-1509 and Joint Committee on Disability and Committee on Disability Concerns functions included in ¶¶652 and ¶¶653)

1. Membership:

- a. Basic membership - 12 at large (recommended 1/3 clergy, 1/3 lay men and 1/3 lay women in four classes)
- b. District Superintendent - 1
- c. Youth - 1
- d. Young Adult - 1
- e. General Board members
- f. Staff

vi. Common Table

- 1. Bishop (non-voting)
- 2. Convener
- 3. Leadership Development (five persons)
 - a. Three at large
 - b. One Board of Ordained Ministry representative
 - c. The Conference Lay Leader
- 4. Congregational Transformation (three persons)
- 5. Risk-taking Mission and Justice Ministries (three persons)
- 6. District Superintendent
- 7. Conference Treasurer, Director of Administrative Services (non-voting)
- 8. Director of Connectional Ministries (non-voting)
- 9. CCFA Member (non-voting)

10. Members of the three Teams:

- a. Each Team is composed of six to 12 people chosen for their passion, spiritual leadership, and willingness to work in an innovative fashion using the L3 Leadership model as a guide for the way the team works together. Loving, learning and leading in a covenant relationship. (L3 Leadership is a model of the United Methodist Church's General Board of Discipleship.) The L3 process of loving God, learning together and then leading will be the model for Team life. The Cabinet has been trained in the L3 process and spent the past year implementing L3 training in their districts. The L3 process is now moving into congregations. Team members may also be chosen for their expertise in a specific ministry area.
- b. It is anticipated that each Team will meet for eight hours a month for the first year. Team building, identifying and understanding Team roles and implementation of the Conference Discipleship Plan strategies are among the Teams' first tasks. Each Team's work will benefit from the direction of and interaction with The Common Table.
- c. How the Teams operate is of utmost importance. Each group will write its own covenant describing how it will live and work together, including such items as participation, prayer for each other, operating methods, minimum standards, etc. The covenant style is a shift away from administrative and reporting groups to purpose and accountability teams.
- d. Teams have the authority to implement their ministry plan. Each Team must gain The Common Table endorsement on overall direction of work; however, once endorsed,

Rules of Order

the Team is responsible for implementing the details. No individual would serve on more than one Team in addition to The Common Table.

vii. Board of Trustees (functions included in ¶2512)**1. Membership:**

- a. At large - 12 (of legal age - recommended 1/3 clergy, 1/3 lay men and 1/3 lay women in four classes)
- b. CFA Representative
- c. Director of Administrative Services/Conference Treasurer
- d. Director of Connectional Ministries

viii. Commission on the Publication of the Journal**1. Membership:**

- a. Conference Secretary
- b. Conference Statistician
- c. Conference Treasurer/Director of Administrative Services
- d. Director of Connectional Ministries
- e. Director of Communications
- f. Office Manager
- g. Chair of A.C. Committee on Journal

ix. Committee on Investigation (membership and functions included in ¶2703)**x. Conference Council on Finance and Administration** (functions included in ¶611-12)

There shall be more laity than clergy. Churches under 200 members shall be represented.

1. Membership:

- a. Clergy - 5
- b. Lay Persons - 6
- c. Youth - 1
- d. Young Adult - 1
- e. General Council Member
- f. Director of Connectional Ministries *
- g. Bishop *
- h. District Superintendent (named by the Cabinet) *
- i. Director of Administrative Services/Conference Treasurer *
 1. *Indicates without vote

xi. Commission on Archives and History (functions included in ¶641)**1. Membership:**

- a. Local Church membership - 6 (1 from each district)
- b. At large membership -2
- c. Youth - 1
- d. Young Adult - 1
- e. Historian of the United Methodist Women
- f. General Board members
- g. Staff

xii. Conference Staff currently include the following:

1. Director of Connectional Ministries (Extended Cabinet Member)
2. Director of Administrative Services/Conference Treasurer(Extended Cabinet Member)
3. Director of Congregational Development (Extended Cabinet Member)
4. Director of Communications (Extended Cabinet Member)
5. Director of Youth Ministries
6. Director of Camp and Retreat Ministries
7. Curator of Archives and History
8. Director of Peace with Justice Ministries

2009 JOURNAL
Rules of Order

9. Director of Stewardship
10. Director of Technology
11. Such other personnel as determined by the Conference to be necessary for the development, implementation, and administration of the conference program. The selection of all Conference personnel shall be based on needs, goals, and financial support of the Annual Conference.
 - a. Nominations for all clergy members of the Program Staff shall be made by the Personnel Committee in consultation with the Bishop and District Superintendents. The nominations are presented to the Common Table for concurrence and election and these elections are to be confirmed by the Annual Conference.
 - b. Staff relationships
 1. The Director of Connectional Ministries shall be the director of the Program Staff following the guidance of the United Methodist Discipline ¶608. The Director of Connectional Ministries is held accountable and responsible for Conference program. In this relationship, program staff persons, both lay and ordained, employed by the Conference are directly responsible and accountable to the Director of Connectional Ministries for planning, direction, and implementation of the total Conference program. This includes all relationships that in any way affect the Annual Conference or its program.
 2. As a member of the Extended Cabinet, The Director of Connectional Ministries shall function with the Conference Cabinet in matters relating to development, correlation and implementation of the Conference program.
 3. The Director of Connectional Ministries shall contract with person to provide the additional leadership resources needed for the implementation of the program of the Conference, after recommendation by and in consultation with the appropriate Boards, Councils and Commissions.
 4. The Conference Treasurer/Director of Administrative Services shall be the director of the Administrative Staff. The Director of Administrative Services is held accountable and responsible for administrative services in accordance with the United Methodist Discipline ¶619. In this relationship, Administrative staff persons employed by the Conference are directly responsible and accountable to the Director of Administrative Services for implementation of Conference administrative functions. This includes all relationships that in any way affect the Annual Conference or its administration.
 5. As a member of the Extended Cabinet, The Director of Administrative Services/Conference Treasurer shall function with the Conference Cabinet in matters relating to development, correlation and implementation of the Conference administration and financial health.
 6. The Director of Administrative Services/Conference Treasurer shall contract with persons to provide the additional leadership resources needed for the implementation of the Administration of the Conference, after recommendation by and in consultation with the appropriate Boards, Councils and Commissions.
 7. The Director of Connectional Ministries and the Director of Administrative Services /Conference Treasurer shall call the Staff together for the purpose of developing a teamwork approach and maintaining a consultative and cooperative relationship in the total program of the Conference. The Administrative Staff will be expected to report to the Director of Administrative Services on work that has been done as well as plans for the future. The Program staff will be expected to report to the Director of Connectional Ministries on work that has been done as well as plans for the future.

8. The Director of Administrative Services / Conference Treasurer, Director of Connectional Ministries and the Associate Director of Connectional Ministries will function as a team sharing ideas and working closely with Boards, Commissions, the Cabinet and Conference institutions in the development, coordination and implementation of Conference goals. The Director of Connectional Ministries and the Director of Administrative Services shall meet with the Cabinet on all matters except appointments and personnel matters.
 9. All full-time staff persons shall be ex-officio members, without vote, of their assigned Boards and Commissions of the Conference with the right of participation in their meetings.
 10. Part-time staff persons may be ex-officio members, without vote, upon the recommendation of the Director of Connectional Ministries (for program staff) or the Director of Administrative Services (for administrative staff)
- xiii. Episcopacy Committee** (membership and functions included in ¶638)
- xiv. Ex-officio Members:** Members of the Conference who have been elected to General or Jurisdictional Boards, Commissions and Councils shall be ex-officio members of the corresponding Boards, Commissions or Councils in the Conference Structure. The Cabinet may designate one District Superintendent to be liaison to each of the Conference agencies, but without vote unless specifically designated as voting member. The Council on Finance and Administration may appoint a liaison, without vote, to any Conference agencies.
- xv. Nominating and Equipping Committee:** The Nominating and Equipping Committee shall meet throughout the quadrennium to guide the Common Table on matters of staffing committees, boards and agencies (other than employed staff) to recruit, support and recognize leaders and provide for their training so as to coordinate the leadership and service needs of the annual conference.
1. The Committee shall nominate to the Annual Conference in its annual session such officers and members as the law of the Church requires or as the conference may determine necessary to do its work. In the nomination process, care shall be given that each board, committee or council as well as the total of nominated persons shall, insofar as possible, be representative of the age level, gender, cultural, racial/ethnic, rural/urban residents membership, as well as economic, social and theological orientation of the conference.
 2. The Nebraska Annual Conference reaffirms The Book of Discipline, 2008 Part III, Section VI Called to Inclusiveness & 139 which speaks of inclusiveness meaning openness, acceptance, and support that enables all persons to participate in the life of the church, the community, and the world.
 3. The Nebraska Annual Conference reaffirms The 2008 Book of Discipline, Conference Agencies ¶610.5 that refers to the nomination and election of membership on councils, boards and agencies of the annual conference. Special attention shall be given to the inclusion of clergywomen, youth, young adults, older adults, persons with handicapping conditions, and racial and ethnic persons. It is further recommended that the membership of such agencies include one-third clergy, one-third laywomen and one-third laymen, except for the Board of Ordained Ministry.
- 4. Membership:**
- a. District Superintendents - 4
 - b. Lay Persons -6 (one from each district)
 - c. Clergy - 2 (at large)
 - d. Racial/Ethnic Persons - 2
 - e. UMM President

2009 JOURNAL Rules of Order

- f. UMW President
- g. Youth selected by Youth Common Table - 1
- h. Conference Lay Leader - 1
- i. Staff

xvi. Personnel Committee

1. Membership:

- a. Common Table Members -3
- b. Council on Finance and Administration Members - 3
- c. Conference Lay Leader
- d. At Large with expertise in human resources - 3
- e. Cabinet Member * - 1
- f. Director of Connectional Ministries *
- g. Director of Administrative Services/Conference Treasurer *
 - 1. * With voice but not vote.

2. **Functions:** To develop and administer sound and consistent personnel policies and employment practices for all** personnel employed by the Annual Conference. The policies and any amendments made in future years shall be reported to the Annual Conference.

- a. ** With the exception of the Conference Treasurer/Director of Administrative Services as per ¶612.10 of The 2008 United Methodist Discipline.

xvii. United Methodist Foundation (functions included in ¶2513)

1. Membership

- a. Local Church Membership - 12 at large (recommended 1/3 clergy, 1/3 lay men and 1/3 lay women in four classes)
- b. Board of Trustees Representative
- c. Director of Connectional Ministries
- d. Director of Administrative Services/Conference Treasurer

xviii. Youth Common Table (YCT)

1. Membership

- a. Twelve (12) youth; Six (6) adults: Two (2) youth appointed by each District. One (1) adult from each District appointed by the District Superintendent to serve as District Youth Coordinator.
- b. Conference Director of Youth Ministries (convener)

2. Purpose and Function

- a. The YCT will serve as the official voice for the Youth of the Nebraska Annual Conference when Youth Annual Conference is not in session.
 - b. The purpose of the YCT will be to cast and maintain a vision for the Nebraska Annual Conference Youth program.
 - c. The YCT will function by consensus.
 - d. The YCT will meet quarterly C Fall, Winter, Spring, and during Youth Annual Conference.
3. Members of the Executive Table: Six (6) youth; Six (6) adults
- a. Six (6) youth appointed as the District Youth Lay-Member to Annual Conference.
 - b. Six (6) adults (District Youth Coordinators)
 - c. Conference Director of Youth Ministries (convener)
4. Purpose and Function of the Executive Table: The Executive Table will serve as problem-solver and moderator, if necessary.
5. The District Youth Lay-members to Annual Conference will have voice but no vote at the YCT.
6. Members of the Leadership Development Team:

- a. Four (4) youth from the YCT.
- b. Two (2) adults from the YCT.
- c. Additional youth in attendance when the YCT is gathered.
- d. Purpose and Function of the Leadership Development Team
 - 1. Create opportunities to help youth develop gifts and talents.
 - 2. Raise up youth leaders from within the annual conference.
 - 3. Plan and Execute training experiences at the Winter Event and Youth Annual Conference.
 - 4. Other duties as assigned by the YCT.
 - 5. All plans must be taken to the Common Table for consensus.
- 7. Members of the Risk-Taking Mission Team:
 - a. Four (4) youth from the YCT.
 - b. Two (2) adults from the YCT.
 - c. Additional youth in attendance when the Common Table is gathered.
 - d. Purpose and Function of the Risk-Taking Mission Team
 - 1. Encourage Districts to plan and offer mission opportunities.
 - 2. Develop a summer Conference-wide youth mission trip.
 - 3. Plan and Execute risk-taking mission experiences at the Winter Event and Youth Annual Conference.
 - 4. Other duties as assigned by the YCT.
 - 5. All plans must be taken to the YCT for consensus.
- 8. Members of the Vital Faith Development Team:
 - a. Four (4) youth from the YCT.
 - b. Two (2) adults from the YCT.
 - c. Additional youth in attendance when the YCT is gathered.
 - d. Purpose and Function of the Vital Faith Development Team
 - 1. Create opportunities for youth to go deeper in their faith journey through Heart-warming worship and Biblical study.
 - 2. Develop a campaign involving small groups throughout the conference where youth are participating in a common study during Lent.
 - 3. Plan and Execute different worship/study experiences at the Winter Event and Youth Annual Conference.
 - 4. Other duties as assigned by the YCT.
 - 5. All plans must be taken to the YCT for consensus.
- xix. Young Adult Network (YAN)
 - 1. Membership**
 - a. Twelve (12) young adults (18-35) will comprise the Young Adult Network. Two (2) young adults (18-35) appointed by each district.
 - b. Conference Director of Christian Education (convener)
 - 2. Purpose and Function**
 - a. The YAN will serve as the official voice for the Young Adults of the Nebraska Annual Conference when the Young Adult Summit is not in session.
 - b. The purpose of the YAN is to bring awareness to the spiritual, physical and leadership needs of young adults in the Nebraska Annual Conference.
 - c. The YAN will function by consensus.
 - d. The YAN will meet monthly.
 - e. The YAN will host the Young Adult Summit annually in conjunction with the Nebraska Annual Conference.
 - f. The YAN will support campus ministry in partnerships and co-sponsoring events.

2009 JOURNAL Rules of Order

- g. The YAN will co-host district retreats/workshops specifically for young adults quarterly.
- h. The YAN will provide resources for local churches wishing to start a young adult ministry.
- i. The YAN will lift up talented young adults and help develop crucial leadership skills among other gifts and talents.

B. SERVICE AND LEADERSHIP

- i. Nominating and Equipping Committee.** The Nominating and Equipping Committee shall make nominations in keeping with the current Book of Discipline.
- ii. Filling Vacancies.** The Cabinet shall fill vacancies on boards, commissions, and committees that occur between sessions of the Annual Conference, except where the Discipline provides otherwise. Respective boards, commissions, and committees shall have opportunity to submit nominations.
- iii. Accountability:** In order to be excused, members of boards, commissions, and committees shall notify the chair of their respective group in the event of an expected absence. If notice or reports are not made to the chairperson, a vacancy may be declared by the group following three (3) consecutive unexcused absences or absences in excess of six (6) months. Prior to declaration of a vacancy, the group is encouraged to call the member to accountability and renewed service.
- iv. Conference Program.** Conference program planning and implementation shall be the responsibility of the Common Table. The Annual Conference Planning Committee will have the option of naming additional members to carry out specific assignments.
- v. Tenure of Members.** A member of any quadrennial board, commission, or committee shall be eligible for not more than two consecutive terms. At least one-half of the membership shall be new each quadrennium. Persons elected to fill vacancies within a quadrennium shall be eligible for re-election until they have served two full terms, except that such a member would be eligible to serve as chairperson of a given board, commission or committee only for a maximum of eight years. A period of four years shall elapse after a member has served two full terms, before that person is eligible to be named again to that board, commission or committee. This maximum does not apply to the Board of Ministry which shall be three quadrennia. The Conference Lay Leader and Associate Lay Leader shall be nominated quadrennially by the Conference Nominating and Equipping Committee and elected by the Annual Conference for a four year term. Persons serving in these offices shall be eligible for not more than two (2) consecutive terms. The Conference Lay Leader and Associate Lay Leader position shall be filled alternately by a layman and laywoman. These tenure rules are also applicable to District groups and leadership with the exception of the District Youth Coordinator.
- vi. Tenure of Trustees.** The Trustees of the Nebraska Annual Conference shall be elected for four-year terms, one-fourth to be elected each year. No member shall be eligible for election for more than two terms without a two-thirds vote of the Annual Conference. A period of two years must elapse after serving on a Board of Trustees before a member shall be eligible again for membership on the same board. The Trustees of the Annual Conference shall be listed in the Conference Journal with other officers of the Conference since they are the Board of Directors of this corporation.
- vii. Annual Elections.** All officers of the local church, elected by the charge conference or the annual church conference, shall be elected in the quarter preceding the beginning of the new fiscal (calendar) year except where state or federal law requires, such as

the Board of Trustees. Vacancies shall be filled at any time by as directed by the District Superintendent.

- viii. **Terms of Office.** Terms of office for members and officers of Conference boards and agencies shall be from July 1 to June 30, unless provided otherwise by the Discipline and by the Constitution and By-Laws of the institution.
- ix. **Number of Offices.** In making nominations, the Nominating and Equipping Committee shall observe the general guideline of one group (such as board, commission, or committee) per person. This does not limit the service of those who have ex-officio or liaison duties from one committee to another. Gifts and graces shall be taken into consideration in the nomination process if a person is nominated to more than one position.
- x. **Job Descriptions.** The Nominating Committee shall be responsible for developing and interpreting the job descriptions of the offices, boards, and committees.
- xi. In the Session of Annual Conference at the beginning of each quadrennium when elections are held for quadrennial councils, boards and commissions, the chairpersons of the councils, boards and commissions shall be nominated by the Conference Nominating and Equipping Committee and elected by the Annual Conference with the exception of the Board of Ordained Ministry, the Board of Trustees, the Board of Pensions and the Council on Finance and Administration, who according to the provisions of the Discipline, elect their own chairpersons. Those boards, commissions, committees or councils electing their own chairpersons shall be convened by the liaison of the Cabinet at the Annual Conference, or soon thereafter, for the purpose of electing a nominating committee from the board, commission, committee, or council to nominate its officers.

C. ANNUAL CONFERENCE SESSIONS

- i. **Parliamentary Procedures.** The United Methodist Discipline and most recent edition of Robert's Rules of Order shall be the guides and authority for parliamentary procedure in the conduct of all Conference business.
- ii. **Conference Resource Book.** Conference staff shall be responsible for editing, printing and distributing the Conference Resource Book including the Conference daily program and projected reports of agencies. A copy shall be mailed to each Conference Member in advance of the Annual Session. Summary reports of agency achievements shall be printed in the Conference Journal.
- iii. **Voting Area.** Only members within the voting area may vote. However, a member outside of the area, absent on Conference business at the seat of the Conference approved by Conference order, may vote by absentee ballot.
 - 1. In Annual Conference sessions involving election of General and Jurisdictional Conference delegates, if the youth members of Annual Conference are in a Youth Annual Conference plenary session or other planned activity when the result of any ballot for lay delegates or alternates to General or Jurisdictional Conference is announced and/or another laity ballot is to be taken, a teller will announce the ballot result at Youth Annual Conference, and the poll will be extended by authorizing that teller to receive that ballot from voting youth members of Annual Conference.
- iv. **Motions Written in Duplicate.** All motions, reports and resolutions shall be written and presented to the Conference Secretary in an easily duplicated form. (All motions, reports, resolutions, or other items shall be clearly labeled as such at the top of the written form.)
- v. **Limitation of Debate.**
 - 1. When the bishop determines the Conference Agenda to be thirty minutes behind schedule, the bishop may declare that debate on motions shall be limited to two

2009 JOURNAL

Rules of Order

speeches for and two speeches against, not to exceed a length of two minutes per speech. If the bishop determines the Conference agenda has returned to schedule, the bishop may declare the limit on debate to be lifted.

2. At any time when this limitation is in effect, any member of the Conference may move to suspend the limitation for a particular item or series of items. Such a motion is not debatable and requires a two-thirds majority.
3. This limitation of debate shall not apply to legislative groups or any other committee.

4. With Respect in Debate.

- a. In accordance with John Wesley's general rules to do all the good that you can, and to do no harm, debate is to be conducted in an atmosphere of respect in listening and speaking.
- b. Certain rules of respect are already addressed in Robert's Rules of Order; the extra mile of respect may be done in the model of Holy Conferencing or other communication models.

vi. Reports Before the Conference:

1. **Adoption of Reports.** No report shall be presented to the Conference unless adopted by the designated quorum at a properly constituted and publicized session of the agency making this report. The adoption of a report from any Conference office, board, committee, or society, accepts such reports for the records of the Conference.
2. **Legislation by Items.** All items in reports shall be considered as recommendations and not as legislation. In order to be effective and binding on the Conference, the recommendation of any report must be passed by the Conference in the form of a separate and specific motion.

vii. Process for Legislation. The Common Table, through its Conference Planning Committee, shall plan the program and agenda for the sessions of the Annual Conference in such manner that all items of business shall be considered by legislative groups of the Conference before being voted on by the Annual Conference except for those items sent to the Committee on General Reference. Legislative groups have the right to bring new legislation and resolutions before the Annual Conference and will be so advised.

viii. Finance Items Referred. All matters with fiscal implications must be referred to the Conference Council on Finance and Administration for their recommendation prior to final Annual Conference adoption.

ix. Matters to Lay Over. Copies of proposals involving long-term financial commitment not described sufficiently in the Conference Resource Book for thorough debate and competent decision shall be distributed to Conference members twenty-four (24) hours before the vote is taken. Reconsideration of such a matter does not require a 24-hour waiting period.

x. General Reference. The Committee on General Reference will consist of one representative from each District; District representatives will be nominated and elected by the Pre-Conference Groups and approved by the Annual Conference. One District Superintendent and the Director of Connectional Ministries will serve without vote. Conference business which arrives too late to go to Legislative Groups (including new legislation or resolutions brought by legislative groups) shall be referred, without debate, to this committee which shall, before adjournment, place the matter before the Conference with one of the following recommendations: (a) concurrence; (b) non-concurrence; (c) without recommendation. The committee will be restricted to considering matters presented after the Legislative Groups meet. Advocates for legislation or resolutions will be told of their right to appear before the committee before their proposals are acted upon.

xi. Conference offerings. No collection, subscription or roll call of pastoral charges shall be taken for any financial purpose without the consent of the Conference. All monies from offerings, or from other sources for special mission or benevolent causes shall be sent to the Conference Treasurer/Director of Administrative Services. All bills, honoraria, and obligations incident to holding of the Conference shall be paid from the Conference Expense Fund.

xii. Banquets. Agencies or groups holding luncheons and banquets during Annual Conference shall be responsible for publicity, ticket sales, and honoraria incident thereto.

xiii. Booths and display tables.

1. Groups requesting space must be 1) official United Methodist agencies, 2) ministries supported by the Annual Conference, or 3) endorsed or sponsored by a Board, Commission, or Committee of the Annual Conference or the General Church.
2. All booths, displays, and items to be vended shall be in accord with the Social Principles of the United Methodist Church.
3. Priority for space shall be granted first to official United Methodist agencies, second to ministries supported by the Annual Conference, and third to groups endorsed or sponsored by a Board, Commission, or Committee of the Annual Conference or the General Church.
4. With the exception of Cokesbury and (at sessions when a photo directory is being done) a photographic directory business, vendors or vending shall be allowed from any booth or display space only with the express written approval of the Annual Conference Planning Committee and the Director of Connectional Ministries. For purposes of this rule, any receipt of money in exchange for items of value including sales, donations (either fixed or suggested), or pledges of future receipt shall be considered vending. This rule shall not apply to food, beverage, or similar vending which is a normal part of business in the venue where the Conference session is held.

xiv. Lay Membership to Achieve Lay and Clergy Balance

1. Rather than a lay member from each charge as indicated by Sect. VI. ¶32. Article I. of the Constitution of the United Methodist Church, the Nebraska Conference shall have a lay member from each church.
2. Youth members shall be as provided by Sect. VI. ¶ 32. Article I. of the Constitution of the United Methodist Church except that in the Nebraska Conference, one from each district shall be a young adult age 19-24 and one shall be a youth from grades 7-12 at time of election. They shall be elected by the districts from nominations received from individual United Methodists of the district, local church administrative boards, district councils on youth ministries or other agencies of the United Methodist Church. The youth shall have principal residence in the district of election. There shall be a reserve in each category. Additional youth members shall include all members of the Youth Common Table.
3. Delegates and Reserve Delegates elected to General and Jurisdictional Conference shall be members of the Annual Conference for four years following their election and their expenses to Annual Conference shall be paid by the Nebraska Annual Conference if not paid by their local church.
4. Board and Commission Chairpersons shall be voting members of the Annual Conference as long as they hold that position. Their expenses to Annual Conference will be paid by the Nebraska Annual Conference when such expenses are not paid by a local church or any group they represent.

xv. Roll Call and Attendance Record Roll Call shall be taken at the Annual Conference Session as follows:

2009 JOURNAL
Rules of Order

1. Official roll cards shall be provided by the Conference Secretary and distributed at the beginning of the Conference Session.
2. Official roll cards shall be made available throughout the Conference Sessions by the Conference Secretary and Assistant Secretaries and may be handed in to any of the aforementioned Secretaries.
3. The Conference Secretary shall process the official roll cards and see that the record of attendance is properly recorded in the Conference Journal.
4. Members shall sit in the voting area designated bar of the Conference. Where possible, each pastor and the lay members from the parish are to sit together. Each member is expected to promptly return to his/her seat following recesses.

xvi. Annual Conference Expenses

1. Local churches shall pay at least minimum expenses for pastor(s) and lay member(s) upon required attendance at Annual Conference Sessions.
2. The registration fee for retirees attending Annual Conference shall be waived.

xvii. Steps by which the Annual Conference takes positions by means of resolution.

1. Resolutions are motions which are intended to cause the Annual Conference to express its mind on some matter of concern. A resolution might, also, cause the altering of some aspect of conference procedure. Resolutions are distinguished from program proposals in that resolutions do not cause the expenditure of money or a significant amount of staff time, the holding of meetings, nor the conducting of studies.
2. Individuals, congregations, districts organizations, or annual conference organizations may submit their resolutions to the conference staff.
3. The conference staff shall be responsible for placing them in the Conference Resource Book and will direct the resolutions to the appropriate conference organization(s) for their consideration. The appropriate conference organization(s) will review each resolution and determine if there is a duplication, a conflict with standing or annual resolutions, a conflict with the Book of Discipline, or a need for revision of rationale or support data. They may report their work to the original writer, the conference staff, the legislative groups, or the Annual Conference session.
4. Legislative groups will consider all resolutions before being voted on by the Annual Conference except for those resolutions which are sent to the Committee on General Reference. New resolutions may be presented to the legislative groups for recommendation to the Annual Conference.
5. Legislative groups shall recommend the resolutions to the Annual Conference with one of the following designations: (1) concurrence, (2) concurrence with amendment, (3) non concurrence.
6. All resolutions shall come before the Annual Conference for action.
7. Annual Resolutions will be in effect for one year after the Annual Conference votes in favor of them. In order for them to be a part of the Conference Record in following years they must be reintroduced and passed.
8. Standing Resolutions are created for a four year period by a 2/3 majority vote of the Annual Conference. The motion to make an Annual Resolution a Standing Resolution should follow immediately upon its passage as an Annual Resolution. The expiration date will be identified with the Standing Resolution and one year before its expiration will be referred to the appropriate conference organization(s) for review. Standing Resolutions do not require action during the four year period, but can be changed or discontinued by any subsequent Annual Conference. Amending a Standing Resolution returns it to being an Annual Resolution which can become a Standing Resolution. All resolutions passed at previous Annual Conferences can be amended or discontinued by Annual Conference action.

9. As resolutions address the profound issues of our time, all participants at Annual Conference are reminded of the Rule of Respect (Section 3.5.4 of these rules.)
- xviii. Privilege of the Floor.** Lay and clergy members of boards, commissions and committees, elected by the Conference or appointed by order of the Conference, or in pursuance of provisions of the Discipline, who are not members of the Conference shall be granted the privilege of the floor, without vote, on all matters relating to the reports of the respective boards, commissions, and committees of which they are members.
- xix. Standing Committees.** In consultation with the Bishop, the Director of Connectional Ministries shall appoint standing committees for the Annual Conference session and name the chair and secretary of each committee (with the exception of the Committee on General Reference). Care shall be taken to make the committees broadly inclusive of conference membership.
- xx. Courtesies.** Non-members of the Conference or of our church organizations shall secure the privilege of speaking before the Conference from the Director of Connectional Ministries, in consultation with the Bishop, who shall limit the time of such speaking.

D. KEEPING OF RECORDS

- i. Conference Journal.** The Secretary shall follow the directive of the United Methodist Discipline. The Secretary shall prepare a bound volume of Conference Journals for each quadrennium and send to the following (a) Jurisdictional Committee on Conference Journals; (b) Conference Offices; (c) Conference Historical Society.
- ii. Publication.** The Commission on Publication shall have the responsibility for matters related to printing and distribution of the Conference Journals. The Commission on Publication of the Official Journal shall be composed of the Conference Secretary, the Conference Treasurer/Director of Administrative Services, the Director of Connectional Ministries, and the Director of Communications.
- iii. Conference Board of Pension and Health Benefits.** The Conference Board of Pension and Health Benefits shall accurately report in the Annual Conference Journal all monies received and from what source, all monies paid out to whom and for what purpose. The report shall cover the time of the Conference fiscal year. The Board shall take receipts for all money paid out and preserve the same for five years. It shall keep an accurate record book of all the Board's financial affairs. This record shall be preserved for at least five years from the time of the transactions involved.
- iv.** In the Journal of the Nebraska Annual Conference of The United Methodist Church listing of the Pastors' Historical Record, there will be added, after the notation of a Minister's Retirement, the record of additional service performed under the appointment and/or approval of the Bishop and Cabinet.
- v. Church Historian.** There shall be a Church Historian in each local church for the purpose of maintaining the historical records of that particular church.
- vi. Memoirs of Lay Pastors.** The memoirs of Lay Pastors who die while serving charges under regular appointment, the memoirs of spouses of Lay Pastors who die while their spouses are serving charges under regular appointment, the memoirs of Lay Pastors who are retired and the memoirs of spouses of Lay Pastors who are retired, shall be printed in the Journal. The names of deceased Lay Pastors shall be listed in the Roll of Deceased Ministerial members and Lay Pastors.
- vii. Necrology.**
1. In the event of death of any of those listed below, the pastor of the charge, or a neighboring charge, shall notify the district superintendent. Said superintendent shall notify United Methodist Offices of the funeral arrangements, and a notice of this information shall go out immediately to all active and retired clergy, lay pastors,

2009 JOURNAL

Rules of Order

diaconal ministers, and past and present Conference Lay Leaders and Associate Lay Leaders and current District Lay Leaders of the Conference.

- a. A clergy member of the Nebraska Conference,
 - b. Spouse of such clergy,
 - c. Spouse of a clergyperson whose death occurred while a member of the Nebraska Conference (whether or not residing within the bounds of the Conference),
 - d. Local Pastor while serving charges under regular appointment, or a retired Local Pastor,
 - e. Spouse of a Local Pastor serving under a regular appointment, or spouse of a retired Local Pastor,
 - f. A diaconal minister, active or retired, who is a member of the Nebraska Conference.
 - g. Spouse of an active or retired diaconal minister in the Nebraska Conference.
2. Whenever there is a death of the above named, an appropriate memorial service shall be conducted during the next Annual Conference Session.
 3. Complete Roll of Ministerial Members now deceased who served as members of any Conference and are now a part of the Nebraska Conference of The United Methodist Church, shall appear in the Proceedings of the Conference Session of the second year of each quadrennium.

E. MISCELLANEOUS RULES:

- i. **Annual Audit.** The Conference Treasurer/Director of Administrative Services and other treasurers responsible for funds over which the Annual Conference has jurisdiction, shall provide an annual audit by an Auditor satisfactory to the Conference Council on Finance and Administration. Such audits shall be printed in the Conference Journal. A notice shall be sent annually to all agencies receiving funds from the Conference informing them of the requirement that an annual audit of those funds must be filed.
- ii. **Statistics.** It shall be the duty of each clergy assigned to a field, to fill out accurately the statistical blank as ordered by the General Council on Finance and Administration and submit the same to the Conference Statistician by the first working day on or after January 20th.
- iii. **Institutions Soliciting Funds.** Conference institutions, and institutions with Jurisdictional and General Conference connections soliciting funds in the churches of the Nebraska Annual Conference must have the approval of the Council on Finance and Administration. The approved solicitors must, annually, report all money raised to the Conference Statistician for inclusion in the Journal. They shall receive permission from the local church administrative board, clear data with the pastor of the church, and inform the church of the permission granted them by the Council on Finance and Administration before beginning their solicitation.
- iv. **Authorized Speakers.** It is recommended that only speakers authorized by The United Methodist Church or Nebraska Annual Conference be admitted to United Methodist pulpits or permitted to take offerings in local churches. An authorized speaker is someone representing an organization with which the United Methodist Church has an official or ecumenical relationship.
- v. **Payment of Mission Shares in Full and Priorities**
 1. Common Table programs shall be prioritized by the Common Table in consultation with the Conference Council on Finance and Administration in accordance with the goals and objectives established by the Annual Conference.
 2. In all parts of the Conference program, salary items shall be paid out at one hundred percent.
 3. Each congregation is expected to pay all mission shares in full and a promotional effort to secure that objective shall be undertaken by the Bishop and District Superintendents, with the cooperation of the Council on Finance and Administration and Common Table.
- vi. **Youth Service Fund.** The Nebraska Conference share of the Youth Service Fund raised in a

- particular year is to be used for projects approved by the Youth Common Table for program in the following year.
- vii. Travel Allowance.** Travel allowance at rates recommended by the Council on Finance and Administration and approved by the Conference shall be paid to members of Conference boards, commissions, committees and agencies to attend board meetings and all travel related to Conference program.
- viii. Remuneration for Attendance.** Boards, commissions, committees and agencies are to pay expenses only to members who are in attendance for the majority of a called meeting, members are to arrive on time and remain in the session until the meeting has been adjourned unless excused. Further, members not complying will be placing payment for their expenses in jeopardy with the payment decision to be left to the group involved.
- ix. Parsonage Policy.** Each pastoral appointment will provide a parsonage or housing allowance for its pastor. When a clergy couple is appointed to two adjacent pastoral charges with available parsonages, the Cabinet will select the parsonage for the couple.
1. During the appointment consultation process, the District Superintendent will meet with the S/PPRC and Trustees of the non-occupied parsonage for dialogue about uses for the non-occupied parsonage. Possible uses may include making the parsonage available for the pastor to use while on the parish; renting out the parsonage with property taxes being paid and the balance of the rent used for maintenance and future parsonage improvement; using the parsonage for other church ministries. The local church will make the decision about the use of the non-occupied parsonage and is to continue to maintain the parsonage for future occupancy of appointed pastors.
 2. When a clergy couple lives in one parsonage, no financial obligations will be assumed by the other appointment. When both pastoral appointments give a housing allowance, the District Superintendent will negotiate the amount paid by each pastoral appointment.
- x. Churches who are experiencing a move will be responsible for filling their pulpit on the last Sunday of June.
1. Salary, travel allowance (vouchered or fixed), health insurance, pension and all reimbursement expenses paid through June 30 from the charge to which they are currently appointed; and their salary, travel allowance (vouchered or fixed), health insurance, pension and all reimbursement expenses from the charge to which they are being appointed beginning July 1.
 2. For pastors whose new appointments become effective after Annual Conference, their current charge should pay their June HealthFlex premium. Pastors new to the Conference will be enrolled in HealthFlex as of July 1. Housing allowance from the present appointment will be paid to June 30, and housing allowance from the new appointment will be paid commencing July 1.
 3. Churches where pastors are retiring should contact the Office of Administrative Services for instructions.
- xi. Seminary students from Nebraska will be placed on the mailing list for the home district newsletter, Nebraska Conference MESSENGER and other appropriate Conference mailings that will keep them current with the Conference program, including a copy of the official Journal of the Nebraska Annual Conference.
- xii. The Nebraska Annual Conference designates the Sunday preceding Ascension Day (the sixth Sunday of Easter) as Rural Life Sunday in correspondence with the traditional celebration of Rogation.
- xiii. The Rules of Order may be amended by majority vote of those present at any Annual Conference after the proposed amendment has been in the hands of the Conference in printed form for 24 hours. Reconsideration of such a matter does not require a 24-hour waiting period.
- xiv. No decisions of the Annual Conference can be overturned on procedural grounds after the adjournment of the Annual Conference.